



# Sustainable Energy Authority of Ireland

## PEP APPLICATION GUIDELINES

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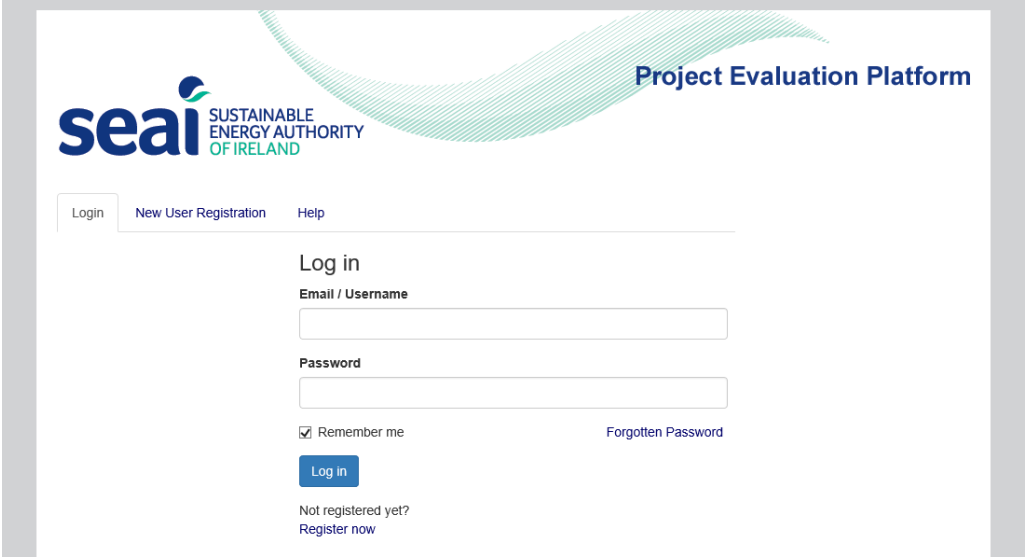
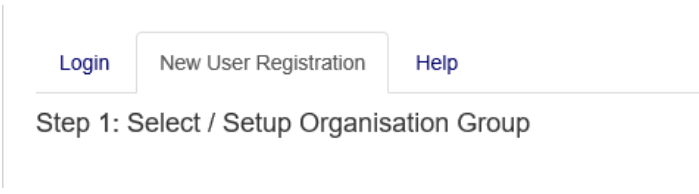
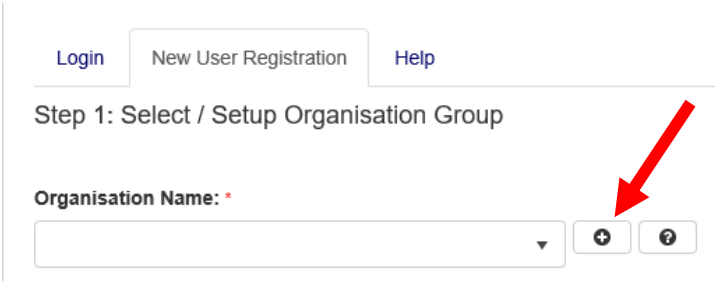
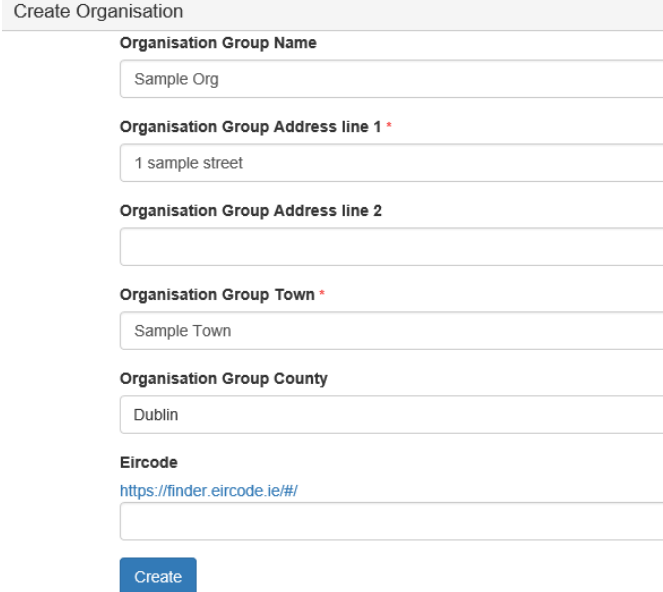
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### 1. INTRODUCTION

Applicants are required to submit their application documentation via the SEAI Project Evaluation Platform (PEP) Portal. The PEP Portal may be accessed via the following link: <https://pepportal.seai.ie/>

In this document, please find further guidelines on how to submit your application via PEP.

## 2. USER REGISTRATION

Instructions	PEP Portal Display
<p>To access the portal please go to:</p> <p><a href="https://pepportal.seai.ie/">https://pepportal.seai.ie/</a></p>	 <p>The screenshot shows the Project Evaluation Platform (PEP) portal. At the top left is the seai logo (Sustainable Energy Authority of Ireland). At the top right is the text 'Project Evaluation Platform'. Below the logo are three tabs: 'Login', 'New User Registration', and 'Help'. The 'Login' tab is active. The login form includes fields for 'Email / Username' and 'Password', a 'Remember me' checkbox, a 'Log in' button, and a 'Forgotten Password' link. Below the login form, there is a link for 'Not registered yet? Register now'.</p>
<p>First time users will need to create a login, please go to the <b>New User Registration</b> tab.</p>	 <p>The screenshot shows the PEP portal with the 'New User Registration' tab selected. Below the tabs, the text reads 'Step 1: Select / Setup Organisation Group'.</p>
<p>If your Organisation name is not included in the dropdown list, please set up a new organisation by selecting the <b>+ button</b>.</p>	 <p>The screenshot shows the PEP portal with the 'New User Registration' tab selected. Below the tabs, the text reads 'Step 1: Select / Setup Organisation Group'. There is a form field for 'Organisation Name: *' with a dropdown arrow. To the right of the dropdown are two buttons: a '+' button and a '?' button. A red arrow points to the '+' button.</p>
<p><b>Create Organisation</b></p> <p>The following pop-up will appear.</p> <p>Complete all fields and click <b>Create</b>.</p>	 <p>The screenshot shows the 'Create Organisation' form. It has the following fields: 'Organisation Group Name' (Sample Org), 'Organisation Group Address line 1 *' (1 sample street), 'Organisation Group Address line 2', 'Organisation Group Town *' (Sample Town), 'Organisation Group County' (Dublin), and 'Eircode' (with a link to <a href="https://finder.eircode.ie/#/">https://finder.eircode.ie/#/</a>). A 'Create' button is at the bottom.</p>

Once you have created your organisation you will return to the New User Registration page.

**Step 1.** Select your newly created Organisation Name.

**Step 2.** Under Selected User Type, select **Applicant**.

[Login](#) | [New User Registration](#) | [Help](#)


Step 1: Select / Setup Organisation Group

**Organisation Name: \***

Sample Org

Step 2: Selected User Type

**User Type: \***

Applicant  

**Step 3.** Complete new user information.

Create a username and password.

Please remember these details, as you will need your username and password for future access to your PEP account.

Click **Register**.

Step: 3 New User

**First Name: \***

**Last Name: \***

**Email: \***

**Contact No.: \***

**Address line 1: \***

**Address line 2:**

**Town: \***

**County \***

**Eircode \***

<https://finder.eircode.ie/#/>

**Username: \***

**Password \***

**Confirm Password \***

You will receive the following message:

[Login](#) | [New User Registration](#) | [Help](#)

Success! Thanks for filling out our form!

Return to the login tab and enter your newly created username and password.

Click **Log in**.

Login   New User Registration   Help

### Log in

Email / Username  
joeblogs

Password  
.....

Remember me   [Forgotten Password](#)

[Log in](#)

Not registered yet?  
[Register now](#)

### 3. CREATING AN APPLICATION

Instructions	PEP Portal Display																								
<p>After you log in, you will see the following home page.</p> <p>Please select the <b>Applications</b> tab from the sidebar menu.</p>	<p>seai SUSTAINABLE ENERGY AUTHORITY IRELAND</p> <p>Logged as Joe Bloggs   <a href="#">Logout</a></p> <p>Login / Home</p> <p>SEAI PORTAL</p> <p>Applications   Projects   My Information   Help</p> <p>Application Dashboard</p> <p>Projects</p> <p>Active Projects</p> <table border="1"><thead><tr><th>Reference ID</th><th>Project...</th><th>Status</th><th>Applic...</th><th>Creati...</th><th>Web A...</th><th>Messages</th><th>Files</th></tr></thead><tbody><tr><td colspan="8">No Data Available</td></tr></tbody></table>	Reference ID	Project...	Status	Applic...	Creati...	Web A...	Messages	Files	No Data Available															
Reference ID	Project...	Status	Applic...	Creati...	Web A...	Messages	Files																		
No Data Available																									
<p>And select <b>Other</b> from the dropdown menu.</p>	<p>seai SUSTAINABLE ENERGY AUTHORITY IRELAND</p> <p>Logged as John Flynn</p> <p>Login / Home</p> <p>SEAI PORTAL</p> <p>Applications   Better Energy Communities   EXEED   Non Residential Energy Credits   Other   RDD   SSRH   Projects   My Information   Help</p> <p>Pilot</p> <p>Applications Under Review</p> <p>Add   Export to Excel</p> <table border="1"><thead><tr><th>Reference ID</th><th>Project Title</th><th>Status</th><th>Application Type</th><th>Creation Date</th><th>Web Applicant</th><th>Messages</th><th>Files</th></tr></thead><tbody><tr><td colspan="8">No items to display</td></tr></tbody></table> <p>10 items per page</p> <p>Reviewed Applications</p> <table border="1"><thead><tr><th>Reference ID</th><th>Project Title</th><th>Status</th><th>Application Type</th><th>Creation Date</th><th>Web Applicant</th><th>Messages</th><th>Files</th></tr></thead></table>	Reference ID	Project Title	Status	Application Type	Creation Date	Web Applicant	Messages	Files	No items to display								Reference ID	Project Title	Status	Application Type	Creation Date	Web Applicant	Messages	Files
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No items to display																									
Reference ID	Project Title	Status	Application Type	Creation Date	Web Applicant	Messages	Files																		
<p>Under the 'Applications Under Review' heading.</p> <p>Click the <b>+ Add</b> button to create a new application.</p>	<p>Applications Under Review</p> <p>Add   Export to Excel</p> <table border="1"><thead><tr><th>Reference ID</th><th>Project...</th><th>Status</th><th>Applic...</th><th>Creati...</th><th>Web A...</th><th>Messages</th><th>Files</th></tr></thead></table>	Reference ID	Project...	Status	Applic...	Creati...	Web A...	Messages	Files																
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Section A of the PEP Application Form should open in a new window.

## Section A

Please complete all fields in Section A

In Project Type, select the grant being applied for, from the drop down list.

Note:

The \* indicates a mandatory field.

Click Next to move to **Section B**.

*Please note you cannot proceed to Section B until Section A is complete.*

Click **Save** if you wish to leave the portal and return at a later stage to complete your application.

Your saved application will

### Section A – Administration (MVP)

#### A1. Applicant Details

Project Title \*

Applicant Organisation Name \*

Company?

Tax Clearance Access No. \*

Costs Requested from SEAI \*

Project Duration (months) \*

**Project Type \***

- Energy Master Plan
- National Housing Retrofit
- Heat Loss Indicator
- Local Energy Action Fund
- Electric Vehicle Apartment Charger
- Targeted Action Grant
- Energy Contracting Support Scheme
- Community Housing Scheme

**Contact Details**

First Name \*  Last Name \*

Address Line 1 \*  Address Line 2 \*

City/Town \*  County \*

Eircode \*

Telephone \*  Mobile \*

Email \*  Web

Financial Controller's Name \*  Financial Controller's Email \*

#### A2. Project Summary

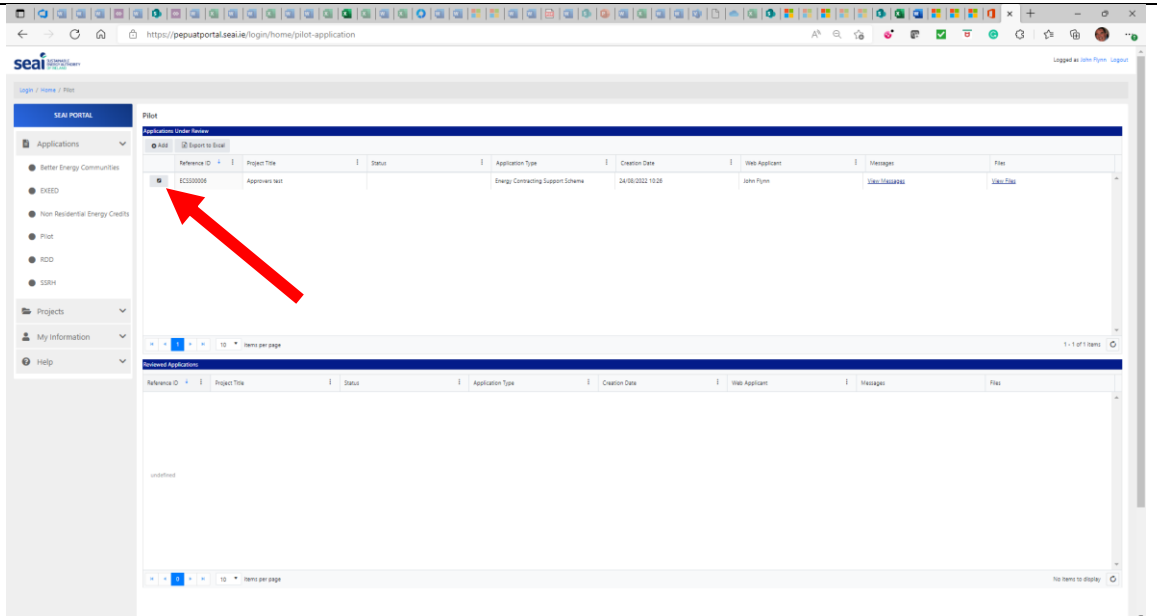
Executive Summary - Brief Overview of the Project \*

Please provide a high-level summary encapsulating all aspects of the project.

CONTACT  
Head Office: Sustainable Energy Authority of Ireland, 3 Park Place, Hatch Street Upper, Dublin 2, Co.Dublin, D02 PX65. t +353 1 4092002  
General Consumer Enquiries: Lo-Call 1850 927 000 info@seai.ie

appear under the Pilot Applications Under Review section.

Click the edit button to return to your application.



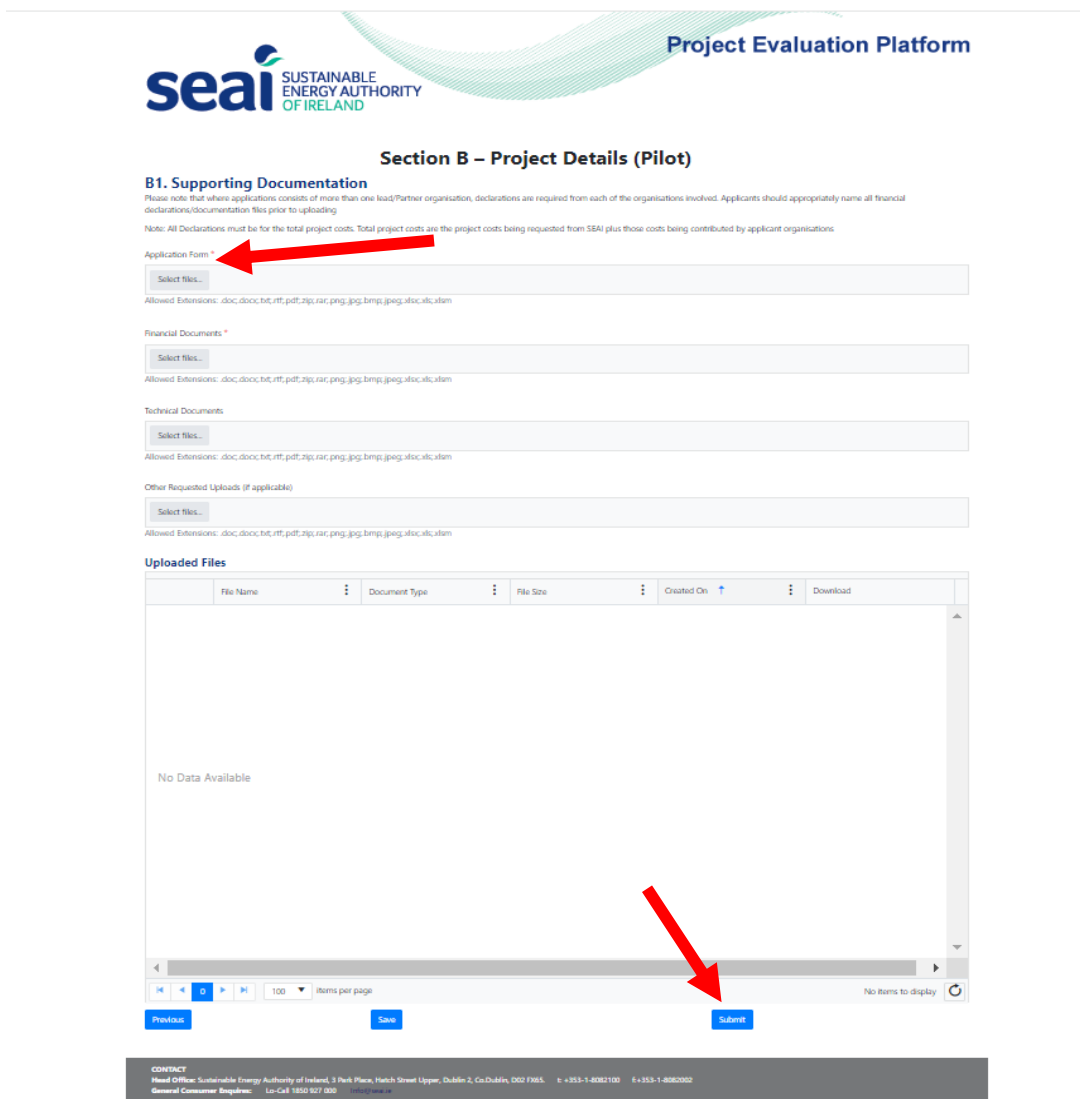
**Supporting Documentation**  
Please attach all relevant supporting documentation under the appropriate heading.

**IMPORTANT:** If uploading multiple files in any of the Upload fields, please select the files using the **Ctrl**. Button.

**Note:** Please ensure attachments are correct prior to uploading. Files cannot be deleted after they have been added.

Where multiple versions of the same document are uploaded,

In Section B, supporting documentation can be uploaded.



SEAI will take into account only the most recently uploaded

If you wish to save your application and return later to edit, prior to submission, please press the **Save** button.

Before submitting your application, please ensure all details provided are correct, and all required documentation has been added.

Click **Submit** to Submit your application.

**Warning:** Once you click submit you will **NOT** be able to edit your application.

Your application has now been submitted, and will appear under the **'Applications Under Review'** heading with a Status of 'Submit'.